Batch Process for Creating/Adding Additional Pays

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Things to Know

- Earning codes allowed for Add'l Pays are based on employee group (see table below)
- Some earning codes in employee groups require a justification on the Add'l Pay. Those would have to be on the spreadsheet to prevent an error (see table below).
- Quarterly SPNSR Incentives are only to be paid on the designated payroll as noted on the End User Payroll Calendar.

Batch Process

Overview

Batch processing allows Add'l Pay initiators to populate and submit many forms at once. This document will describe the excel file template, how to create .csv files from the template, and how to upload, prepare, and process the files.

File Template

An excel file template is provided for the Add'l Pay ePAF that has preformatted fields on the Template tab. This template is in .xlsx format and includes features to assist users with data entry such as prompts and instructional text. **DO NOT alter the formatting on these templates.**

Line 1 of this template represents the PeopleSoft coding titles. Line 2 represents the field titles on the ePAF that you are familiar with. To ensure you get the information in the correct excel cell, use line 2 as your guide.

Use the following to help enter data into the template.

- **For HSC employees: please only use 0 as the Employee Record.**

- **For both campuses:**

  - **The number of payments, please enter 1. Reoccurring payments are not allowed in the Batch Tool.**

  - **The Pay Period End Date must be in the format: YYYY-MM-DD**

  - **Other dates on the spreadsheet including Work Begin Date and Work End Date need to be in the format: MM/DD/YYYY.**

|	B	C	D	E	F	G	H	I
1	EMPL_RCD	GSEARNINGS_DATE	ERNCD	GSAP_NUM_PAYMENT	DEPTID	OTH_PAY	START_DATE	END_DATE
2	Emp Record	Pay Period End Date	Earnings Code	Number of Payments	Department	Amount Per Paycheck	Work Begin Date	Work End Date
3								

Creating CSV Files for Upload

The Batch Process tool reads .csv files. To convert the excel template to a .csv file, follow the procedure below.
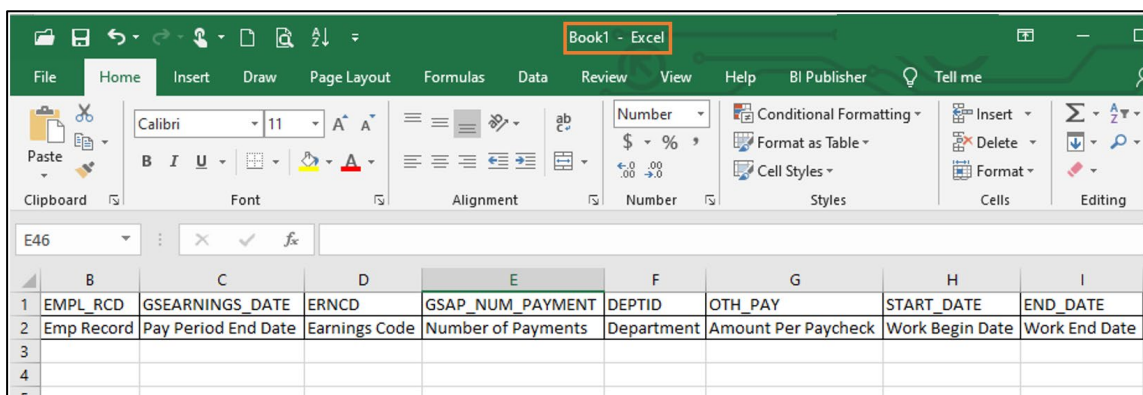
1. Enter your data into the excel template. Save this somewhere safe so you can use it again in the future without having to reenter all data.

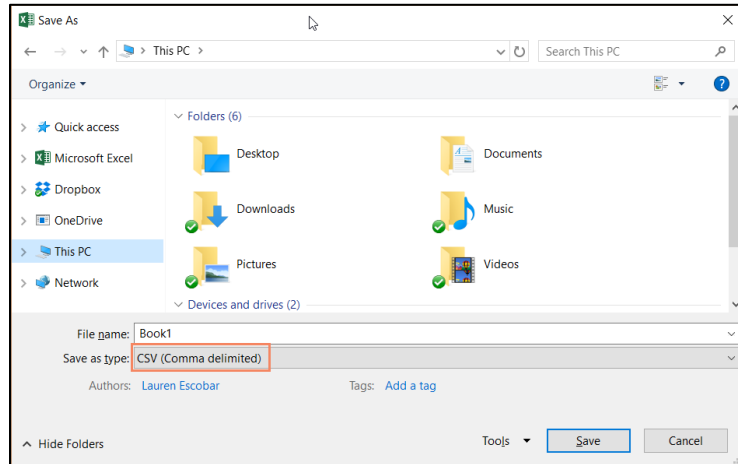2. Right click on the Template tab and select 'Move or Copy…'
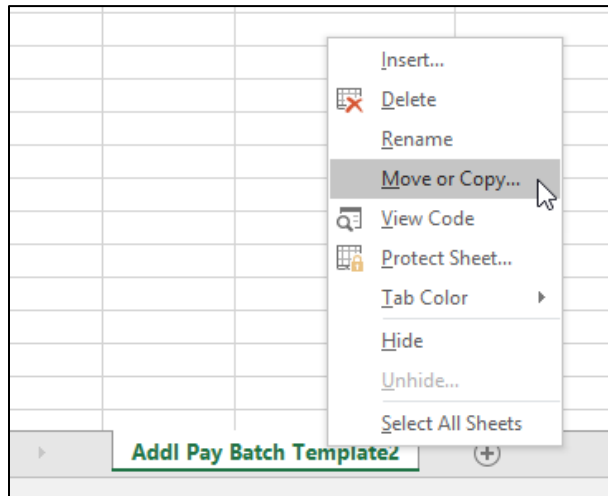
3. Select '(new book)' and check 'Create a copy'
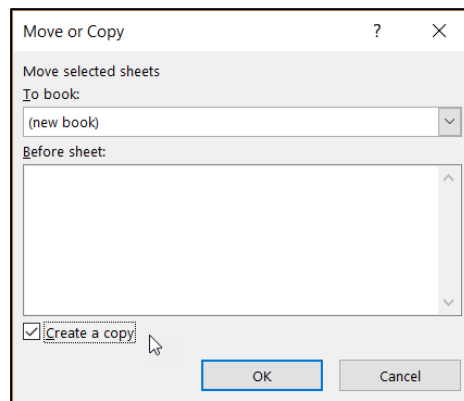
4. A new excel window will open

5. Click on File > Save As

6. Choose a location and file name, then select 'CSV comma delimited' from the 'Save as type' dropdown.

Note: Once the file is saved as CSV file, it should NOT be reopened to verify anything as it will cause the leading zeros to drop off the template. To reuse the template again for another transaction, save the file in xlsx file *prior to saving as a csv file* and reuse as often as needed.

Processing a File

New

To upload, prepare, and process a new batch file, follow the procedure below.

1. Navigate to Main Menu > Manage GT eForms 3.x > Batch > Process Batch

2. Select 'Add a New Value'.

3. The Batch ID will default to a blank field. Do not enter a value in this field. Click 'Add.'
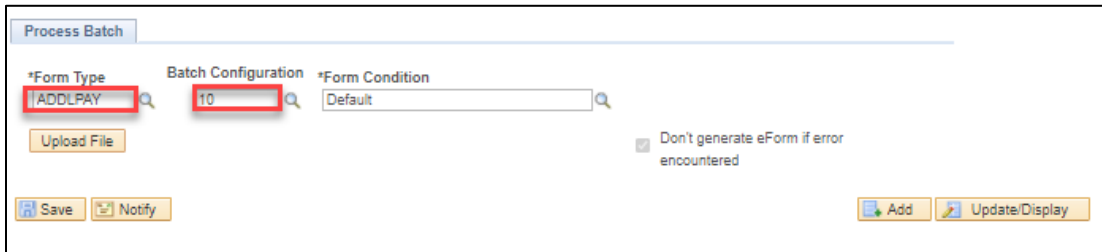
Process Batch

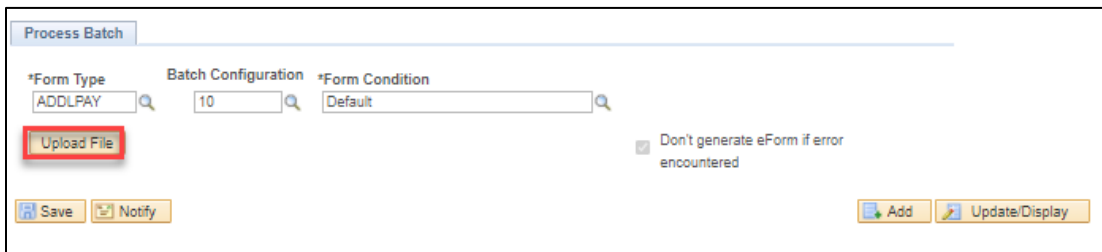| Find an Existing Value | Add a New Value |

Batch ID

Add

Find an Existing Value | Add a New Value

4. Click on the magnifying glass to open the Form Type prompt and select 'ADDLPAY' Form Type. Click on the magnifying glass to open the Batch Configuration prompt and select '1' for the template with 5 chartfields or '10' for the template with 10 chartfields.
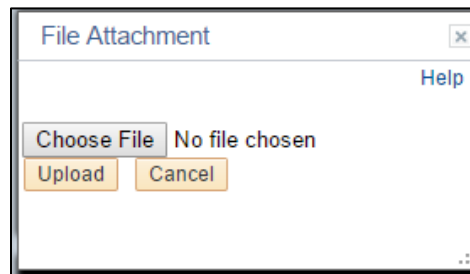

5. Click 'Upload File'

6. A File Attachment dialog will open. Click 'Choose File' and select an appropriate .csv file.
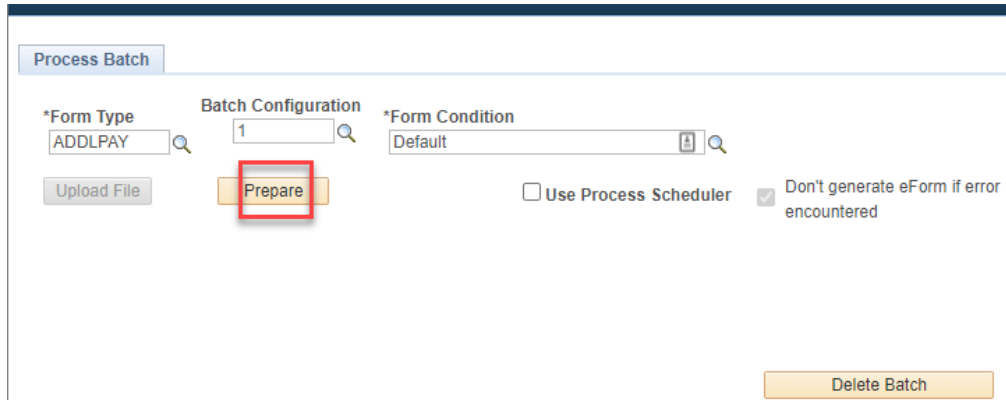
7. The name of the file will populate. Click 'Upload' to continue.

8. Note that the Batch ID is now assigned, and the Batch Status is 'Loaded'. Click 'Prepare'.

9. When processing a large number of forms, select "Use Process Scheduler" to avoid system timeout issues.

10. Note that the status is now 'Prepared' and a total count is displayed. If you wish to preview the data to be loaded, click on the batch line number. To continue and process the file, click 'Process'

Process Batch

*Form Type
ADDLPAY

Batch Configuration
1

*Form Condition
Default

[Upload File] [Prepare] [**Process**] ☑ Use Process Scheduler ☐ Don't generate eForm if error encountered

[Delete Batch]

Personalize | Find | 🖉 | 🖩   First ◀ 1-6 of 6 ▶ Last

	Batch ID	1	Status	Form ID	Date	Line Error Text
1	00001383	1	Prepared		03/09/2022	
2	00001383	2	Prepared		03/09/2022	
3	00001383	3	Prepared		03/09/2022	
4	00001383	4	Prepared		03/09/2022	
5	00001383	5	Prepared		03/09/2022	
6	00001383	6	Prepared		03/09/2022	

[🖫 Save] [🔲 Notify]   [🖳 Add] [🖉 Update/Display]

11. Click run

G3BATCH_RC

G3batch Rc

Run Control ID G3BATCH_TOOL_00001383   Report Manager   Process Monitor   [Run]

Batch ID 00001383

[OK] [Cancel] [Apply]

12. Click ok
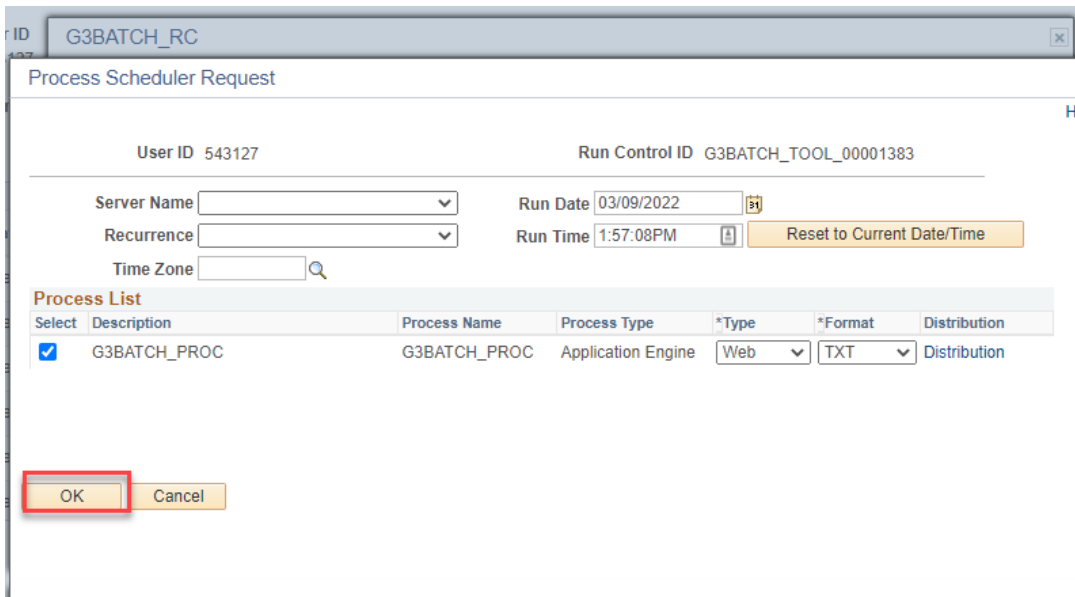
13. You will select process monitor to ensure process has ran to success.
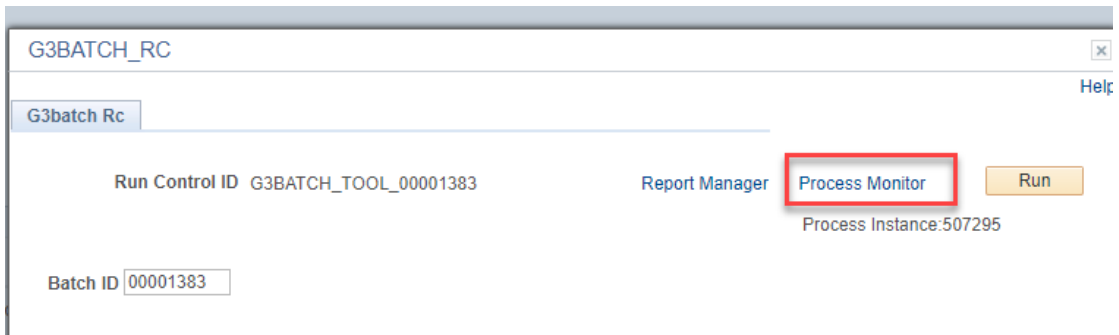
14. Verify process ran to success and posted.
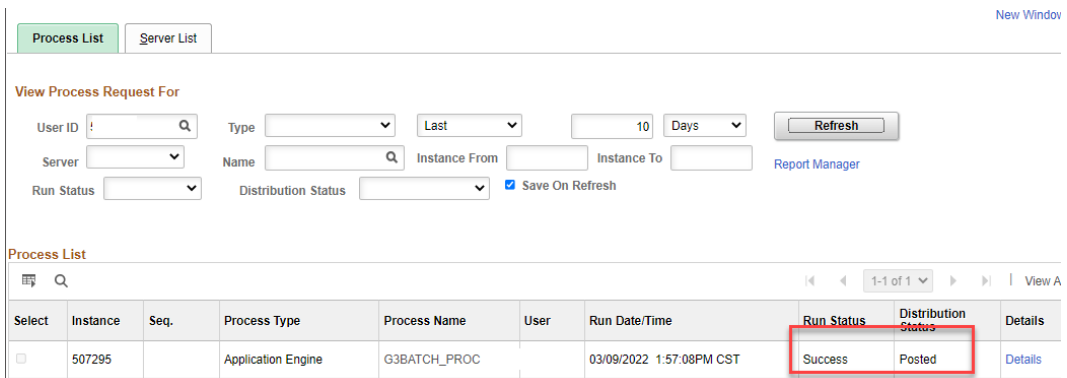
15. Navigate back to the batch that you processed to review for any errors and obtain all successfully loaded eforms. You can either search by Batch ID or employee ID.

16. Note that the batch status may now be 'Partial' or 'Complete'. If there are errors, you will see a count as well as Line Error Text. Complete rows will update with a corresponding eForm ID.

The procedure is now complete. For information on reviewing and resolving errors, see the **Troubleshooting** section.

Existing

To review an existing batch, follow the procedure below.

1. Navigate to Main Menu > Manage GT eForms 3.x > Batch > Process Batch

2. Search for an existing batch by ID number, or click on the Advanced Search link to search by additional criteria. If all criteria are left blank, and 'Search' is clicked, all batches that have been loaded by the operator will result. Note that the search is restricted by Operator ID.

3. Choose the desired Batch ID and click on the link to review.

4. Review the batch.

5. Select a batch line ID to see more information.

6. The Line Error Text box will note the issue with the form. For information on reviewing and resolving errors, see the **Troubleshooting** section. Note that the 'Launch Form' link is only visible after successfully processing a line.

The procedure is now complete.

Deleting a Batch

How to delete a Batch

Batches can be deleted to just clean up the list of batches you see. It is not required. Leaving a batch in the list will not affect anything and nothing in the batch can be reprocessed again once its processed on a form.

NOTE: deleting a batch **WILL NOT** stop any forms that have already been submitted. Once a form ID is assigned on the Batch ID line the only way to stop that form is to go to the form individually and withdraw the form.

Troubleshooting

Batch Line Errors

If a batch line is in Error status, follow the procedure below to resolve it.

1. Select the batch line ID number to go to the Batch Line Details screen

2. Review the error message(s). In this scenario, the error message "Percent Total must equal 100%" indicates that all the distribution amounts do not equal the Amount Per Paycheck Amount.

3. Correct the applicable field(s).

4. Click 'Process.'

5. If the line processes successfully, the status will update to 'Complete' and a 'Launch Form' link will appear. If there is still an error(s) continue to correct errors and process until 'Complete.' Items can be left in 'Error' status; it will not prevent those that are in 'Complete' status to launch the ePAF.

Common Errors and Troubleshooting

Line Text Error	What It Means	Steps to Resolve the Error
Fetching array element 2: index is not in range 1 to 1. While fetching the value of an array element, the index was not within the length of the array.	This means the spreadsheet loaded was not saved as a CSV prior to loading.	Save xlsx file to CSV (do not open afterwards) and then load.
Combination Not Found on General Ledger, Please SELECT CANCEL, check your entry, if it matches the paperwork please contact department for correct Chartfield spread (0,0)	The Combination Code that is attempting to be used or created is not valid in the Financials system.	Contact the department for additional help if you believe this is a valid combo code.
Earn code is not valid for employee's group and campus (0,0)	The earnings code that is selected is not valid based on the employee's campus and employee group.	The earnings code will need to be changed to a valid code.
Unable to Submit (24844, 54)	The form cannot be submitted as another pending form currently exists using the same earning code.	The pending form will need to be reviewed and the payment balance fully paid before another form for that same earnings code can be submitted.
Invalid account specified for earn code. (0,0)	The selected earnings code has a current restriction on the Account within the funding chartstring that is not valid.	The account code will need to be updated and the valid Account code needs to be used.
Invalid account specified for employee group. (0,0)	The selected GL Account is not valid based on the employee group.	The GL account code will need to be updated and the valid GL Account code needs to be used.
Only one-time additional payments are allowed via mass load. (0,0)	Reoccurring payments are not allowed in the Batch Tool.	Update the Number of Payments field to 1.

Line Text Error	What It Means	Steps to Resolve the Error
Percent Total must equal 100% (24847,4)	The distribution amounts do not equal the Amount Per Paycheck Amount.	Review the Distribution Amount fields as the sum should equal the Amount Per Paycheck field.
The earn code specified cannot be used for mass upload. (0,0)	The requested payment uses an earnings code that is not allowed in the Batch Tool.	This payment will need to be entered through the Additional Pay eForm rather than the Batch Tool process.
Invalid Pay Period End Date (24844,63)	The Pay Period End date is not valid for this transaction.	The Pay Period End Date must be the end date of the current pay period of either of the next two pay periods.
Justification Required (24844,64)	This earning code requires a justification for the payment.	Enter a justification.
Start date must be before end date. (0,0)	The Work End Date is before the Work Start Date.	Review the Work Start Date and Work End date and ensure the Work End date is before the Work Start Date.
Error resolving default smart source for PAY_END_DT: Invalid date. (180,112)	The Pay Period End Date is in the wrong format.	Correct the Pay Period End Date so the date is in the format: YYYY-MM-DD

Employee Groups

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
Faculty Salaried	**ADS**, Temporary Addtl Duties-Salary. Justification required **APE**, Artistic Performance **AWD**, Award **FCR**, Family Care Resources **FSP**, Supplemental Earnings – Faculty **HON**, Honorarium. Justification required **ICE**, Intercampus Earnings. Justification required. **OLB**, Over Load Base. **ORE**, Other Earnings. Justification required **ORS**, Other Earnings-SPNSR. Justification required **OTE**, Other Taxable Expense. Justification required **OTM**, One-Time Merit Recognition. Justification required **OUW**, Wellness Incentive	**109**, Other Taxable Expense. Justification required **160**, Incentive Earns-Faculty-SPNSR **200**, Professional Practice Plan **201**, PPP Monthly Affliliate **202**, PPP Other Clinical **203**, PPP Production **204,** PPP QMP **205,** PPP Non Clinical **ADS**, Temporary Addtl Duties-Salary. Justification required **AWD**, Award. Justification required **AWS,** Award Supplemental Tax **FCR**, Family Care Resources **HON**, Honorarium. Justification required **ICE**, Intercampus Earnings. Justification required. **ORE**, Other Earnings. Justification required

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
	PFS, Part Time Faculty Supplemental **RTP**, Retropay **SIO**, Sign On Incentive. Justification required **SUM**, Summer Money. Justification required **SWC**, Severe Weather Coordinator	**ORS**, Other Earnings-SPNSR. Justification required **OTM**, One-Time Merit Recognition. Justification required **OUW**, Wellness Incentive **RTP**, Retropay. Justification required **SIO**, Sign On Incentive. Justification required
Faculty Hourly	**APE**, Artistic Performance **AWD**, Award **FCR**, Family Care Resources **HON**, Honorarium. Justification required **ICE**, Intercampus Earnings. Justification required. **OLB**, Over Load Base. **ORE**, Other Earnings. Justification required **ORS**, Other Earnings-SPNSR. Justification required **OTE**, Other Taxable Expense. Justification required **OTM**, One-Time Merit Recognition. Justification required **OUW**, Wellness Incentive **PFS**, Part Time Faculty Supplemental **RTP**, Retropay **SIO**, Sign On Incentive. Justification required **SUM**, Summer Money. Justification required **TMP**, Temp Payment	**109**, Other Taxable Expense. Justification required **160**, Incentive Earns-Faculty-SPNSR **200**, Professional Practice Plan **201**, PPP Monthly Affiliate **202**, PPP Other Clinical **203**, PPP Production **204**, PPP QMP **205**, PPP Non Clinical **AWD**, Award. Justification required **AWS**, Award Supplemental Tax **FCR**, Family Care Resources **HON**, Honorarium. Justification required **ICE**, Intercampus Earnings. Justification required. **ORE**, Other Earnings. Justification required **ORS**, Other Earnings-SPNSR. Justification required **OTM**, One-Time Merit Recognition. Justification required **OUW**, Wellness Incentive **RTP**, Retropay. Justification required **SIO**, Sign On Incentive. Justification required
Salaried Staff	**ADS**, Temporary Addtl Duties-Salary. Justification required **APA**, Athletics Pay by Agreement **APE**, Artistic Performance **APP**, Athletics Performance Pay **ASB**, Athletic Stay Bonus **CEC,** Cert/Education Completion **FCR**, Family Care Resources **HWD**, Holiday/Weather Differential. Justification required **ICE**, Intercampus Earnings. Justification required. **ORE**, Other Earnings. Justification required	**109**, Other Taxable Expense. Justification required **143**, Technology Allowance **147**, On Call - HSC **163**, Incentive Earns-OUP Tulsa. Justification required **ADS,** Temp Addtl Duties-Salary. Justification required **APE**, Artistic Performance. Justification required **AWD**, Award. Justification required **AWS,** Award Supplemental Tax **CEC,** Cert/Education Completion **FCR**, Family Care Resources

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
	ORS, Other Earnings-SPNSR. Justification required **OTE**, Other Taxable Expense. Justification required **OTM**, One-Time Merit Recognition. Justification required **OUW**, Wellness Incentive **RTP**, Retropay **SIO**, Sign On Incentive. Justification required **SOG**, Sign On-Contingency **SUP**, Supplemental Earnings-Staff **SWC**, Severe Weather Coordinator **VEH**, Vehicle	**HWD,** Holiday/Weather Differential. Justification required **ICE,** Intercampus Earnings **ORE**, Other Earnings. Justification required **ORS**, Other Earnings SPNSR. Justification required **OTM**, One-Time Merit Recognition. Justification required **OUW**, Wellness Incentive **RTP**, Retropay. Justification required **SFT**, Shift Differential. Justification required **SIO,** Sign On Incentive. Justification required
Hourly Staff	**AWD**, Award. Justification required **CEC,** Cert/Education Completion **FCR**, Family Care Resources **HWD,** Holiday/Weather Differential. Justification required **ICE**, Intercampus Earnings. Justification required. **ORE**, Other Earnings. Justification required **OTE**, Other Taxable Expense. Justification required **OTM**, One-Time Merit Recognition. Justification required **OUW**, Wellness Incentive **PSL**, PEAK Supplemental Pay **RTP**, Retropay **SIO**, Sign On Incentive. Justification required **SWC**, Severe Weather Coordinator **TMP**, Temp Payment	**025**, Additional Duty-Hourly. Justification required **109**, Other Taxable Expense. Justification required **143**, Technology Allowance **AWD**, Award. Justification required **AWS**, Award Supplemental Tax **CEC**, Cert/Education Completion. Justification required **FCR**, Family Care Resources **HWD,** Holiday/Weather Differential. Justification required. **ICE**, Intercampus Earnings **ORE,** Other Earnings **ORS**, Other Earnings SPNSR **OTM,** One-Time Merit Recognition **OUW**, Wellness Incentive **RTP**, Retropay. Justification required **SIO**, Sign On Incentive **STU**, Summer Students. Justification required **TIN**, Temporary Instructor. Justification required
Peak	**RTP**, Retropay **PSL**, PEAK Supplemental Pay. Justification required	
Police	**AWD**, Award **FCR**, Family Care Resources **ICE,** Intercampus Earnings. Justification required **ORE,** Other Earnings. Justification required	**025**, Additional Duty-Hourly. Justification required **109**, Other Taxable Expense. Justification required **AWD**, Award. Justification required **AWS,** Award Supplemental Tax

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
	OTM, One-Time Merit Recognition. Justification required **OUW**, Wellness Incentive **RTP**, Retropay **SUP**, Supplemental Earnings - Staff	**FCR**, Family Care Resources **ICE,** Intercampus Earnings. Justification required **ORE,** Other Earnings. Justification required **OTM**, One-Time Merit Recognition. Justification required **OUW**, Wellness Incentive **RTP**, Retropay. Justification required SIO, Sign On Incentive
Student Salaried	**Justification is required for all codes.** **ADS**, Temporary Addtl Duties-Salary. Justification required **APE**, Artistic Performance **AWD**, Award **GCF,** Graduate College Fellowship **ICE**, Intercampus Earnings. Justification required. **ORE**, Other Earnings. Justification required **OTE**, Other Taxable Expense. Justification required **RTP**, Retropay **SAJ,** Student Additional Job **SUM**, Summer Money **SUP**, Supplemental Earnings-Staff	**Justification is required for all codes.** **109**, Other Taxable Expense **ADS,** Temp Addtl Duties-Salary. **AWD**, Award. **AWS,** Award Supplemental Tax **ICE,** Intercampus Earnings **ORE,** Other Earnings **PIN,** Performance Incentive **PPC,** Dental Payment Per Piece **RTP,** Retropay. **SAJ,** Student Additional Job
Student Hourly	**APE**, Artistic Performance **AWD**, Award, Justification required **OTE**, Other Taxable Expense. Justification required **RTP**, Retropay SAJ, Student Additional Job **TMP**, Temp Payment	**Justification is required for all codes.** 025, Additional Duty-Hourly **109**, Other Taxable Expense **AWD**, Award **AWS,** Award Supplemental Tax **PPC,** Dental Payment Per Piece. **RTP,** Retropay SAJ, Student Additional Job SFT, Shift Differential
Resident/Fellow Salaried		**109**, Other Taxable Expense. Justification required **146,** Resident Extra Duty **ADS**, Additional Duties-Salary **AWD**, Award. Justification required **AWS,** Award Supplemental Tax **FCR**, Family Care Resources **ORE,** Other Earnings **ORS,** Other Earnings SPNSR **OTM**, One-Time Merit Recognition. Justification required

Employee Group	Norman Campus Earning Codes Allowed to Load	HSC Campus Earning Codes Allowed to Load
		OUW, Wellness Incentive **RTP**, Retropay. Justification required **SIO,** Sign On Incentive
Resident/Fellow Hourly		**109**, Other Taxable Expense. Justification required **146,** Resident Extra Duty **AWD**, Award. Justification required **AWS,** Award Supplemental Tax **FCR**, Family Care Resources **ORE,** Other Earnings **ORS,** Other Earnings SPNSR **OTM**, One-Time Merit Recognition. Justification required **OUW**, Wellness Incentive **RTP**, Retropay. Justification required **SIO,** Sign On Incentive
Temporary	**APE**, Artistic Performance **AWD**, Award, Justification required **ORE,** Other Earnings **ORS**, Other Earnings SPNSR **OTM**, One-Time Merit Recognition **OTE**, Other Taxable Expense. Justification required **RTP**, Retropay **TMP**, Temp Payment	**Justification is required for all codes.** **025,** Additional Duty Hourly **109**, Other Taxable Expense. Justification required **AWD**, Award **AWS**, Award Supplemental Tax **ORE,** Other Earnings **ORS**, Other Earnings SPNSR **OTM**, One-Time Merit Recognition **PPC**, Dental Payment Per Piece **RTP**, Retropay **STU**, Summer Students **TIN**, Temporary Instructor